

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR BUSINESS EDUCATION  
VOCATIONAL TEACHING CERTIFICATE**

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**VOCATIONAL BUSINESS EDUCATION – SECONDARY  
VOCATIONAL BUSINESS EDUCATION, WITH COOP – SECONDARY  
ACCOUNTING – SECONDARY  
GENERAL OFFICE AND INFORMATION PROCESSING – SECONDARY**

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**I. INITIAL TWO (2)-YEAR VOCATIONAL CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in business education or have met business education certification requirements; and
3. One thousand (1,000) hours of directly related occupational non-teaching experience; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate or associate degree in a business-related major;
3. One thousand (1,000) hours of directly related occupational non-teaching experience; and
4. Evidence of successful completion of the Missouri New Teacher Institute (NTI).

- C.** A Supervised Business Experience (SBE) Coordinator for business occupations must complete a coordination procedures course.

**II. RENEWAL FOR A TWO (2)-YEAR VOCATIONAL CERTIFICATE:**

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B.** Show evidence of progress toward the completion of the professional education hours and/or occupational work hours required for a five (5)-year certificate. This certificate can be reissued two (2) times for a maximum of six (6) years.

**III. INITIAL FIVE (5)-YEAR VOCATIONAL CERTIFICATE:**

**A. OPTION I:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in business education or have met business education certification requirements;
3. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours; and
4. Evidence of successful completion of three (3) semester hours of the course, "Implementing Vocational Business Education Programs"; or

**B. OPTION II:**

1. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
2. Baccalaureate degree in a business-related major;
3. Four thousand (4,000) hours of directly related occupational (non-teaching) experience or a master's degree and two thousand (2,000) hours;

4. Evidence of successful completion of the Missouri New Teacher Institute (NTI); and
5. Evidence of successful completion of eight (8) semester hours of approved professional education courses which must include the following:
  - a. Methods of Teaching Business Education;
  - b. Curriculum Development for Business Education; and
  - c. Implementing Vocational Business Education Programs; or

**IV. RENEWAL FOR A FIVE (5)-YEAR VOCATIONAL CERTIFICATE:**

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B. Attend three (3) vocational business education conferences during the five (5)-year period. Attendance records are kept on file in the state office.